

ABC Grant Application

Operation Undergrad 2003-2004

Grants are available for up to \$7,500. When completing this form, please refer to Completing the Application for detailed instructions.

THE INSTITUTION OF HIGHER EDUCATION:

Applicant School _____

Address _____
Street or Post Office Box _____ City _____ State _____ Zip _____

Phone _____

PROJECT ADMINISTRATION:

Project Coordinator _____ Title _____

Address _____
Street or Post Office Box _____ City _____ State _____ Zip _____

Daytime Phone (_____) _____ FAX (_____) _____

E-Mail Address _____

PROJECT DESCRIPTION:

Project Title _____

Project Start Date _____ Project End Date _____

Project Focus: ☐ Education ☐ Enforcement ☐ Community Involvement ☐ Off-Campus ☐ Other

*See detailed instructions: Project Description & Timeline

BUDGET:

Amount requested from ABC (up to \$7,500) _____

Income from other sources: Cash \$ _____

Other Donations _____

*See detailed instructions: Project Budget & Budget Justification

LETTERS OF SUPPORT: Attachment: Four letters of support from different offices, agencies or organizations.

SIGNATURE:

Signature of Project Coordinator _____ Date _____

Name (please print) _____

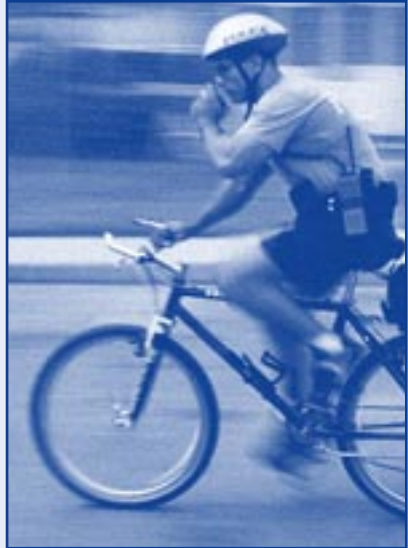


Signature of Chief Executive Officer _____ Date _____

Name (please print) _____


The best way to ensure you have the latest information about the Virginia ABC is to visit our Web site at www.abc.state.va.us. You may also contact ABC Education directly: ABC Education • 2901 Hermitage Road • Richmond, VA 23220 Phone: (804) 213-4688 • Fax: (804) 213-4457 • E-mail: education@abc.state.va.us

2003–2004

Operation Undergrad



📖 Look inside for Grant Application


Virginia Department of
Alcoholic Beverage Control
Education Section/Operation Undergrad
P.O. Box 27491
2901 Hermitage Road
Richmond, Virginia 23220

Operation Undergrad

The Operation Undergrad grant program gives colleges and universities the opportunity to develop and enhance partnerships between college law enforcement departments, their local Department of Alcoholic Beverage Control (ABC) office, local law enforcement and the college’s substance abuse coordinators. The Virginia Department of Alcoholic Beverage Control will award eight grants, of up to \$7,500 per grant, to college law enforcement offices for the 2003-2004 academic year. Funding for these grants is made possible through the Office of Juvenile Justice and Delinquency Prevention.

Priorities

Grant Applications Must Focus on the Following:

- Enforcement projects that increase the role of campus law enforcement officials in deterring underage use, purchase, possession and sale of alcohol, as well as reducing heavy drinking among those of age.
- Enhance, expand or establish collaborative efforts among campus law enforcement or security, local ABC agent(s) and local law enforcement. Evidence of a good working relationship between campus law enforcement or security and the campus substance prevention office must be demonstrated.
- Review of current policies and enforcement procedures in relation to substance abuse issues. Emphasis should be placed on enforceable policies and procedures.

Requirements if Funded:

- Participation in the ABC College Conference training, October 2003. Representation must include campus law enforcement and the substance abuse education office.
- Attendance of one or more individuals at up to three required trainings for campus law enforcement. Specific details of the required trainings for law enforcement will be announced after grants are awarded. You may include over-time in the budget for officers to attend required trainings.
- A month after receipt of award, the grantee institution will receive the first of two installments of the awarded budget. The second installment will be awarded after receipt and review of the first progress report, which is due to ABC Friday, December 6, 2003. ABC reserves the right to delay and/or deny award of the remaining funds if the progress report is incomplete or off track.
- Please send a final draft of all print material produced through this grant to ABC for review before any final printing occurs.

Proposal Evaluation

Program proposals will be evaluated on the following criteria in no particular order:

- Innovative and creative ideas
- Expected number of people reached through the proposed program
- Demonstrated ability to gain broad-based organizational and/or community support for the proposed program

- Ability to show the link between enforcement and the community in combating underage drinking and reducing heavy drinking among those of age
- The extent to which the program addresses campus/community need for underage alcohol prevention and enforcing drinking laws
- Mechanisms established within the plan to ensure effectiveness and accountability
- Ability to demonstrate a groups’ readiness to start, enhance or expand law enforcement activities
- Strong evidence of a good working relationship between campus law enforcement or security and campus substance prevention office
- Demonstrated review of current policies and enforcement procedures in relation to substance abuse issues
- Strong evidence of collaboration among campus law enforcement/security, local ABC agent(s) and local law enforcement
- Repeat grant submissions will be evaluated on progress made in 2002-2003. Special attention will be given to the timeliness of prior report submissions.
- Evaluation is vital to the proposal. Explain what will be done and how it will be measured

Application Submission

Applicants must submit an original and four unbound copies of the ABC Operation Undergrad grant application. The Virginia Department of Alcoholic Beverage Control Central Office **must** receive grant applications by 5 p.m. on Friday, June 6, 2003. We cannot accept grant applications by facsimile or email. Hand deliveries may be made at the ABC Central Office, located in Richmond at 2901 Hermitage Road. Repeat grant submissions must include a progress report detailing successes to date. Note: the application deadline June 6, 2003 (5 p.m.) is the date the application must be received at ABC, not the postmarked date.

Send application to:
Virginia ABC • Education Section/Operation Undergrad
2901 Hermitage Road • Richmond, VA 23220
Phone: (804) 213-4688

Notification Information

Grant award letters will be mailed by June 25, 2003.



Completing the Application

The Institution of Higher Education

The institution of higher education that will play the primary role in project leadership. The institution of higher education named will be the addressee of all award checks.

Project Administration

The Project Coordinator listed should be the individual who will be the Virginia Department of Alcoholic Beverage Control's contact for the project. The coordinator should be closely involved with all aspects of the project through its duration, and is a staff member from the campus law enforcement or security department. The coordinator must be accessible by phone and e-mail.

PROJECT DESCRIPTION [85 points]

Describe your plans for spending the funds. (Do not exceed 15 pages)

Summary of Current Enforcement Efforts –

Please provide a summary of current alcohol enforcement efforts underway on your campus. Show examples of collaboration among agencies and organizations and how the current efforts will fit in with the proposed project. How is your campus-community using environmental strategies? (<http://www.edc.org/hec/frame-work/>) How will this grant help the advancement of these strategies? This summary should not exceed five pages. [10 points]

Executive Summary –

Include a brief one-page summary of needs, the goal of this grant, desired outcomes, and key activities proposed. [5 points]

Additional Funding –

Please identify other related funding which has been or will be received by your department and describe how programs and activities supported by those funds will be coordinated with the new programs and activities being proposed in this application. [5 points]

Objectives/Strategies/Timeline –

State the goal of your grant. State the objectives of the proposed project in measurable terms using the following components:

1. Audience – Who? Target audience from whom desired outcome is intended.

2. Behavior – What? A clear statement of the behavior change/result expected.

3. Condition – When? Under what condition will it happen?

4. Degree – By how much?

5. Evidence – As measured by?

List the strategies used to achieve each objective. Indicate the starting and completion dates within the grant timeline, June 25, 2003–May 31, 2004. Be clear and concise. Please include a concise timeline for the whole project (see below). [20 points]

Timeline –

Timeline should be a separate component of the grant application. It should be inclusive of the goal, objectives and the strategies related to each objective – including action steps, resources needed, responsible person for each task, and the completion date. [20 points]

Evaluation –

Describe your plan for evaluation. Focus on the goal of the grant. What is your end result? Focus on your objectives and the methods/strategies by which they will be assessed. Include a description of all evaluation instruments you intend to use. Your plan should include both qualitative and quantitative measures of evaluation. Include evaluation components within your timeline. [20 points]

Plan for Continuation –

Outline your plan for continuation after the grant funding has ended. [5 points]

BUDGET [10 points]

Each applicant may apply for up to \$7,500.

Itemized Budget –

Any item listed in the budget MUST be mentioned somewhere in the grant initiative narrative and the budget justification.

A month after receipt of award, the grantee institution will receive the first of two installments of the awarded budget. The second installment will be awarded after receipt and review of the first progress report, which is due to ABC on Friday, December 6, 2003. ABC reserves

the right to delay and/or deny award of the remaining funds if the progress report is incomplete or off track.

Budget Justification –

A brief justification statement must accompany the proposed budget. The justification should clearly explain why each expense is necessary for the proposed project. Budget items may include, but are not limited to: over-time enforcement efforts, instructional materials and supplies, transportation costs for various activities, refreshments, guest speakers or presentation fees, printing, postage, media materials, etc. The Operation Undergrad grant does not cover pre-or post-prom parties, giveaways, graduation parties, operating expenses, personnel salaries, indirect costs or general conference attendance expenditures. It is important that all items mentioned in the budget are stated within the project description. Funds are limited and ABC reserves the right to partially fund any proposals.

Please note: After the award of funds, any changes in the budget, which exceed 10 percent of the total budget, must be submitted in writing for approval to the Virginia Department of Alcoholic Beverage Control Education Section.

LETTERS OF SUPPORT [5 points]

Attachment

Four letters of commitment and support from existing or new partners (e.g., supervisors, local law enforcement, project partners, and ABC agent) should be included in the proposal. The committee will review the quality of the letters.

SIGNATURE

The applicant institution of higher education will serve as the fiscal agent for the program and therefore accepts fiscal responsibility for the funded project. The lead administrator should review the application and sign on behalf of the organization. The project coordinator's signature is also requested.

REPORTS

All reports will need to be formatted according to VA ABC's special requirements. These requirements will be furnished to you upon award of the grant. It is imperative VA ABC's reporting format is followed, as it mimics our federal guidelines. Failure to follow the format or tardy reports may hinder future funding opportunities.

The **Progress Report** is due to ABC Education by **December 6, 2003**.

The **Final Report** is due to ABC Education by **June 25, 2004**.

Please send a final draft of all print material produced through this grant to ABC for review before any final printing occurs. Two copies of all materials created directly or indirectly through this grant (press releases, news articles, brochures, posters, photos, etc.) are also to be included with your grant progress and final report. When possible, please be sure to keep multiple copies in your file to be sent to ABC upon request.

Trainings

Attendance of one or more individuals at up to three required trainings for campus law enforcement is requisite. Specific details of the required trainings for law enforcement will be made available after grants are awarded.

Team participation in the ABC College Conference training in October 2003 is also required. Representation must include campus law enforcement or security and a substance abuse education professional.

Application Submission

Applicants must submit an original and four unbound copies of the ABC Operation Undergrad grant application. The Virginia Department of Alcoholic Beverage Control Central Office **must** receive grant applications by 5 p.m. on Friday, June 6, 2003. We cannot accept grant applications by facsimile or email. Hand deliveries may be made at the ABC Central Office, located in Richmond at 2901 Hermitage Road. Repeat grant submissions must include a progress report detailing successes to date. Note: the application deadline June 6, 2003 (5 p.m.) is the date the application must be received at ABC, not the postmarked date.

Deadline: June 6, 2003 (5 p.m.)

Send application to:

Virginia Department of Alcohol Beverage Control
Education Section/Operation Undergrad
2901 Hermitage Road • Richmond, VA 23220
Phone: (804) 213-4688

Time Line

April 2003	Grant Applications Distributed by Mail
April 8, 2003	Social Availability Workshop* (optional)
June 6, 2003	Applications Due to ABC Education by 5:00 p.m.*
June 25, 2003	Grant Award Letters Mailed
July 15, 2003	Computer-Based Crime and the Role of the Police▲ (required)
August/September 2003	Evaluation Workshop▲ (Central location TBA – required)
October TBA, 2003	18th Annual ABC College Conference▲ (required)
December 5, 2003	Progress Report Due to Education by 5:00 p.m.*
May 31, 2004	Grant Project Ends (All funding to be spent)
June 25, 2004	Final Report Due to Education by 5:00 p.m.*

* To receive information on these optional trainings, call ABC Education at (804) 213-4688.

▲ These trainings are required. Specific details of the required trainings for law enforcement will be made available after grants are awarded.

✦ Faxes and emails will not be accepted for the grant application or reports.

